

# The GPOExpress<sup>SM</sup> Program

Cost-Effective Document Solutions for Your Government Agency



## Welcome

# Overview

- **Getting started with GPOExpress<sup>SM</sup>**
  - An introduction to the U.S. Government Printing Office (GPO), the GPOExpress program, and the GPOExpress card
  - A look at the agencies that use them
  - A look at FedEx Office and the GPOExpress solutions offered
- **GPOExpress online printing**
  - An overview of the benefits of just-in-time printing
  - A demonstration of FedEx Office<sup>SM</sup> DocStore Send & Print
- **GPOExpress and the FedEx Office DocStore catalog**
  - Notes about a better way to access and print frequently used documents
- **GPOExpress resources**
  - A listing of key contacts, resources and access information

# Getting Started with GPO*Express*<sup>SM</sup>

# About GPO

- Congress and federal government agencies have counted on the U.S. Government Printing Office (GPO) for more than 150 years
- Centrally located in Washington, D.C., with offices across the nation, GPO is the nation's largest print buyer working for the federal government
- GPO is committed to helping better manage, educate, regulate and promote communication activities within the federal government

# About GPO

- GPO works with more than 12,000 print-related contractors, supporting jobs for the economy
- GPO supports more than 180 federal agencies like yours, providing print, design, multimedia, and other communication services
- GPO is your federal printing resource

# About GPOExpress<sup>SM</sup>

- The GPOExpress program is *the* federally approved contract administered by GPO that allows all federal agencies and agency contractors access to FedEx Office<sup>SM</sup> services at deeply discounted fixed-rate pricing
- Agencies can place orders online or in person — thanks to a network of more than 1,800 locations nationwide
- Many locations are open 24 hours a day, 7 days a week



# Participating Agencies

## All three branches of government

### **Executive branch**

- Dept. of Agriculture
- Dept. of Commerce
- Dept. of Defense
- Dept. of Energy
- Dept. of Health and Human Services
- Dept. of Homeland Security
- Dept. of Housing and Urban Development
- Dept. of Justice
- Dept. of Labor
- Dept. of the Interior
- Dept. of Transportation
- Dept. of Veterans Affairs

### **Legislative branch**

- Congressional Budget Office
- Government Accountability Office
- Government Printing Office
- Library of Congress
- House of Representatives

### **Judicial branch**

- U.S. Bankruptcy Courts
- U.S. Courts of Appeals
- U.S. District Courts
- U.S. Federal Public Defenders

### **D.C. Government**

# Agency Testimonials

“The U.S. Fish and Wildlife Service is very pleased with the GPOExpress<sup>SM</sup> contract. The customer service, ease of use and quality of the end products make this contract a winner. It is an excellent tool that supplements our existing term contracts, small purchase and one-time bid procurements.”

**Mark Newcastle**  
**Branch of Printing & Publishing**  
**U.S. Fish and Wildlife Service**

# Agency Testimonials

“GPOExpress<sup>SM</sup> is an innovative, streamlined printing procurement tool that will handle the emergency and administrative copying and duplication requirements of agency offices, particularly those without printing expertise.”

**Bert Simon**  
**Chief, Materials Management**  
**U.S. Geological Survey**

# GPOExpress<sup>SM</sup> Program Details

- Every GPOExpress card holder must register for the program by completing the application form (Form 3001 or an SF-1) and adhering to any internal agency policies
- Once a card has been issued, agency employees can use the card or account number to make online, in-center or phone-in purchases at guaranteed rates
- The GPOExpress account number connects each agency employee or agency contractor to the benefits of the program



# GPOExpress<sup>SM</sup> Program Billing

- Billing for the GPOExpress program is dependent on your selected method of payment
- GPOExpress cards may be tied to a government purchase (IMPAC) card, a GPO deposit account or an IPAC billing account
- FedEx Office bills GPO for purchases; GPO bills the agency
  - Agencies are billed on the normal GPO billing schedules
  - Purchases will appear on your statement referencing the GPO Jacket as 357-000 for FY2010 purchases
  - For questions about GPO billing and program details, contact your GPO national account manager (NAM) at 1.202.512.1904 or [nam@gpo.gov](mailto:nam@gpo.gov)
  - For additional billing information and training, go to [www.gpo.gov/gpoexpress](http://www.gpo.gov/gpoexpress)

# GPOExpress<sup>SM</sup> Program Benefits

- **Convenience:** Access a network of more than 1,800 offices nationwide — many open 24 hours a day, 7 days a week
- **Flexible ordering options:** Place orders in person, online or by phone, or request a pickup
- **Free proofs:** Place requests for approval before printing in person, online or by phone
- **Free delivery:** Get the convenience of door-to-door delivery in your local FedEx Office delivery zone
- **Free cost estimates:** Get project costs in advance, in person, online or by phone

# GPOExpress<sup>SM</sup> Program Benefits

- Fixed rates without surcharges
  - View a pricing guide for federal agencies at [www.gpo.gov/gpoexpress](http://www.gpo.gov/gpoexpress)
- Detailed receipts
  - Count on receipts with job details and line-item charges attached to all completed projects
- Agency job reference
  - Note that a unique naming convention is used for agency tracking purposes, captured at time of order and referenced on receipt

# GPOExpress<sup>SM</sup> Program eView


- View account transactions online anytime
  - See transaction data within 24 hours after purchase
  - Provide access to all card holders, budget personnel, managers and administrators, including non-card holders
  - All eView data is searchable

		Hello, PAUL ORFALEA   <a href="#">Change Password</a>   <a href="#">Contact Us</a>   <a href="#">Help</a>   <a href="#">Logout</a>				
		Account Listing	Invoices	Payments	Reports	Admin
<b>Account 0000000000 : 0000-00 GPO (A)</b> <a href="#">View Account Details</a>						
Initial results return the last six months of data; however, if you are looking for a specific invoice or a broader range, use the <a href="#">Invoice Search</a> feature.						
<b>Invoices</b>						
						All Items: (9 total)
1						
<b>Invoice ID</b>	<b>Location</b>	<b>Card User</b>	<b>Card Number</b>	<b>Agency Job Ref</b>	<b>Invoice Date</b>	<b>Amount</b>
<a href="#">124500000801</a>	1245 / Washington DC K Street	CAROL CINI	0014	1505-01 GPO(A)	06-21-2006	\$266.29
<a href="#">051900001631</a>	0519 / Chattanooga TN Brainerd St	CARRIE GIBB	0002	PO# NPS Presentation	06-21-2006	\$5.74
<a href="#">052800001334</a>	0528 / Mars PA Cranberry	NANCY BEDNAR-ESCHER	0005	200 copies letter folded	05-23-2006	\$65.40
<a href="#">181500004466</a>	1815 / Washington DC 2020 K Street	KATHERINE D. CLARKE	0006		05-11-2006	\$91.26
<a href="#">150900001619</a>	1509 / Atlanta GA Midtown	CARRIE GIBB	0002	carrie gibb - note test	04-21-2006	\$99.99
<a href="#">12450P000134</a>	1245 / Washington DC K Street	CAROL CINI	0014	TEST PRING	04-18-2006	\$0.02
<a href="#">12450P000126</a>	1245 / Washington DC K Street	CAROL CINI	0014		03-29-2006	\$0.95
<a href="#">012300000394</a>	0123 / Little Rock AR Downtown	CARRIE GIBB	0002	APPL conference	03-06-2006	\$55.80



# GPOExpress<sup>SM</sup> Program eView

- View your account transactions online anytime
  - Grant administrative access and reporting features to multiple cards and card holders through eView administration
  - View up to three years of invoice data
  - Export information to a PDF or XLS file

**GPOExpress**  **eView**

Hello, PAUL ORFALEA | [Change Password](#) | [Contact Us](#) | [Help](#) | [Logout](#)

[Account Listing](#) | **Invoices** | [Payments](#) | [Reports](#) | [Admin](#)

Account 0000000000 : 0000-00 GPO (A) [View Account Details](#)

Invoice ID : 124500000801  
Location : 1245 / Washington DC K Street

**Invoice Details**

Invoice Line	Description	Quantity	Unit Of Measure	Unit Price	Unit Price Discount	Customer Discount	Amount
1	FS O/S Color Heavy Weight Coat	36.00	EA	10.00	3.0000	\$108.00	\$252.00
2	Document Creation Scan Graphic	1.00	EA	6.99	0.7000	\$0.70	\$6.29
3	Document Creation CD Master Cr	1.00	EA	9.95	1.9500	\$1.95	\$8.00
Total						\$110.65	\$266.29

[Excel](#) | [PDF](#)

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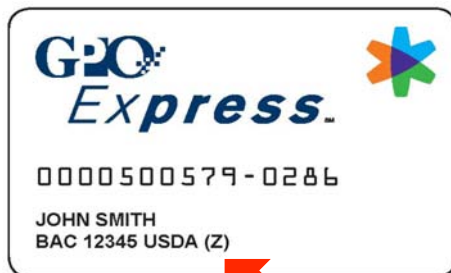
# GPOExpress<sup>SM</sup> Card

- Use your card at any FedEx Office location
  - It's your exclusive method of payment at FedEx Office
  - Required to receive your contracted rates
- Set per-transaction spending limits
  - All cards have a per-transaction spending limit determined at registration and noted on the card with an alpha character



# GPOExpress<sup>SM</sup> Spending Limits

- Refer to your card for per-transaction spending limits
  - Find the A–Z alpha character in parentheses on your card
  - Refer to the chart to determine your spending limit
  - No approvals required if the transaction is below your limit
  - Request a quote at the time you place your order to determine if approval is required



Letter	Spending Limit	Letter	Spending Limit	Letter	Spending Limit
A	\$100	I	\$900	R	\$8,000
B	\$200	J	\$1,000	S	\$9,000
C	\$300	K	\$2,000	T	\$10,000
D	\$400	L	\$2,500	U	\$15,000
E	\$500	M	\$3,000	V	\$25,000
F	\$600	N	\$4,000	W	\$50,000
G	\$700	O	\$5,000	X	\$100,000
H	\$800	P	\$6,000	Y	\$250,000
		Q	\$7,000	Z	Unlimited

# GPOExpress<sup>SM</sup> Spending Limits

- You can exceed your spending limit with written approval
  - Obtain written approval on a per-job basis from the authorized official who signed your GPOExpress application form
  - Provide a copy of the written permission at FedEx Office at the time of purchase
- You can request an increase to your spending limit
  - Resubmit your GPOExpress application (Form 3001) at any time to request a spending limit increase

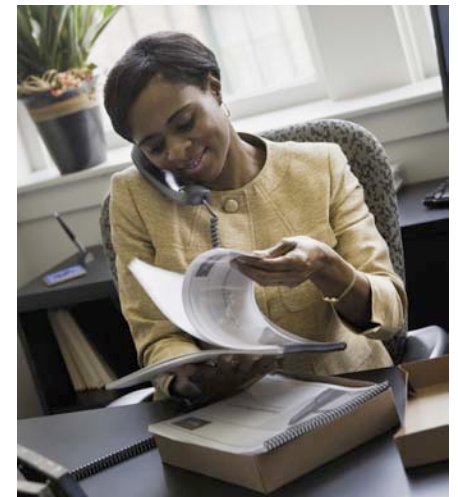
# GPOExpress<sup>SM</sup> Customer Support

- Consult our customer service support online
  - Go to **[www.gpo.gov/customerservices/nams.htm](http://www.gpo.gov/customerservices/nams.htm)**
  - Send an e-mail to **[nam@gpo.gov](mailto:nam@gpo.gov)**
- Contact your GPO national account manager at 1.202.512.1904 to:
  - Learn about GPOExpress and billing options
  - Register and begin using GPOExpress
  - Get face-to-face and over-the-phone training on GPOExpress
  - Learn more about features and benefits of GPOExpress
  - Get consultative support for all GPO services



# GPOExpress<sup>SM</sup> Customer Support

- Contact your GPOExpress account team at 1.866.815.4428 for:
  - Location of the nearest FedEx Office team for production support
  - Details about available products and services
  - Answers to questions about your program features and benefits
  - Helpful information about contract and program updates



# About FedEx Office

- Comprehensive business services
  - Copying, printing, direct mail, and signs and graphics services
  - Wi-Fi Internet access, computer workstations and videoconferencing
  - FedEx Express® and FedEx Ground® shipping services
  - Shipping supplies and professional pack-and-ship services
- More than 1,800 locations nationwide
  - Strategically located across the U.S.
  - Hundreds open 24 hours a day, 7 days a week

# Document Solutions

- Copying and printing

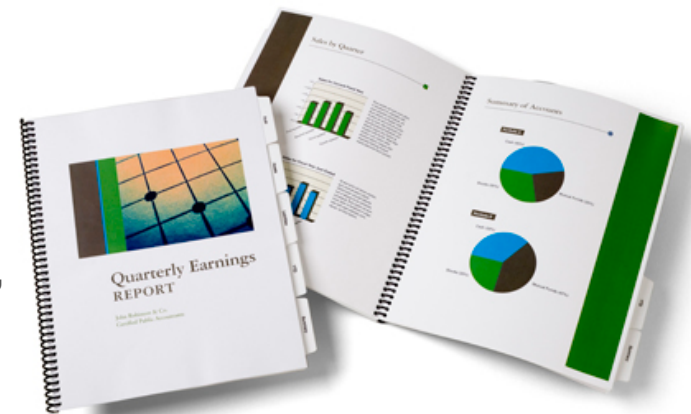
- Full-service and self-service black & white and color copies
- Large-format printing
- Business cards, brochures, proposals, flyers, reports, presentation boards, and more

- Professional finishing

- Folding, cutting, drilling, stapling, laminating and mounting

- Professional binding

- Book binding and booklet making, plus coil, comb, tape and velo binding



# Signs and Graphics

- Banners and signs
  - Professional indoor and outdoor banners
  - Indoor and outdoor signs in aluminum, plastic or corrugated plastic
- Specialty signs
  - Lettering, graphics and decals
  - Vehicle and promotional magnets
- Specialty prints
  - Photo enlargements and backlit prints
  - Window clings, floor graphics and point-of-purchase signage
- Experienced sign specialists
- Quick turnaround time



# Direct Mail

- Full array of services

  - Production**

    - Document creation and personalization
    - Printing and finishing services, including folding, inserting and sealing

  - List services**

    - Address cleansing, verification and updating
    - Postal services
    - Postage discounts, distribution and mailing

- Scalable support

  - Seek consultation on a few steps in the process
  - Or request support from design to delivery



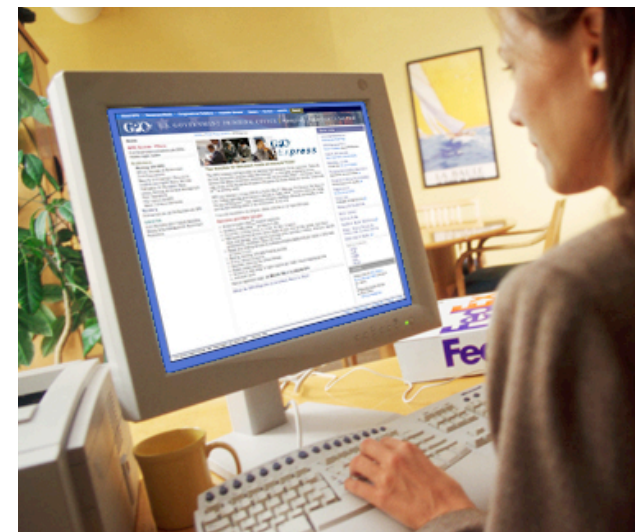
## Other Program Benefits

- Receive a proof of the job at no cost
- Pay no taxes on your purchases
- See your orders on eView within 24 hours
- Add a specific agency job reference number to your order for expense-tracking purposes

GPO*Express*<sup>SM</sup> Online Printing

# FedEx Office<sup>SM</sup> DocStore

- When it comes to just-in-time printing, GPOExpress<sup>SM</sup> is the solution
- As a GPOExpress card holder, you have access to FedEx Office DocStore Send & Print
- Distribute documents in hours instead of days or weeks
- Save money by printing only what you need
- Stretch your budget by having files printed at the destination of your choice
- Control user access and spending limits



# FedEx Office<sup>SM</sup> DocStore Demonstration



- Go to [www.gpo.gov/gpoexpress](http://www.gpo.gov/gpoexpress) and select *Send an Order*

The screenshot displays the GPO Express website interface. The top navigation bar includes links for 'About GPO', 'Newsroom/Media', 'Congressional Relations', 'Inspector General', 'Careers', 'Contact', 'askGPO', and 'Search'. The main header features the GPO logo and the tagline 'U.S. GOVERNMENT PRINTING OFFICE | Keeping America Informed'. The left sidebar contains sections for 'Home', 'GPO Access - FDsys', 'Customers', 'Vendors', and 'Libraries'. The main content area is titled 'Home > Print Procurement > GPOExpress' and features a large image of people working at a computer. Below the image, the text reads: 'Your Solution for Document Needs at Discount Prices!'. The text describes the GPOExpress program, which allows government personnel to walk into any FedEx Office Print Center to get printing services at discounted prices. A red arrow points to the 'Send an Order' link in the 'Quick Links' section on the right. The 'Quick Links' section also includes links for 'GPOExpress Home', 'GPOExpress FAQ', 'Inquiry of Interest', 'Spending Limits', 'Program Orientation Webinars', 'Program Training Presentation', 'Registration', 'Price List', 'Terms and Conditions', 'Store Locator', 'DocStore Quick Reference pdf', 'eView - Online Access to Invoice and Account Activity', and 'eView User's Guide pdf'.



# FedEx Office<sup>SM</sup> DocStore Demonstration



- Enter your user name and password
- The default user name is your agency e-mail address, and the default password is **gpoexpress!**
- Select *Continue*

Login

STOP! Password required for access. If you are a current GPOExpress user access should have been forwarded to you via email. If you are a GPO user and require access to this site please contact: The FedEx Kinko's/GPOExpress call center at 1.866.654.6567

Login

▶ Username:

▶ Password:

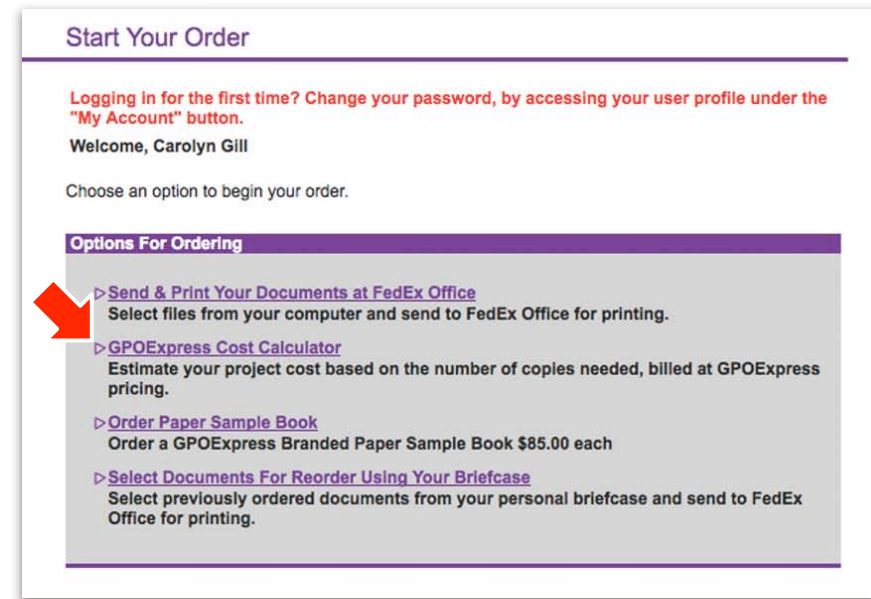
[Forgot your password?](#)

[Forgot your username?](#)

# FedEx Office<sup>SM</sup> DocStore Demonstration



- To get an estimated cost, select the *GPOExpress Cost Calculator*



# FedEx Office<sup>SM</sup> DocStore Demonstration



- The calculator tool will provide estimates for the most commonly used print specifications
- For additional options or a detailed quote, contact the FedEx Office location that will produce your order

Job Calculator Form

White Bond Paper Only

Description	Single Side		Double Side	
	B&W	Color	B&W	Color
8 1/2 x 11 (# of pages in original x # of copies needed)	<input type="text"/> \$0.024	<input type="text"/> \$0.300	<input type="text"/> \$0.018	<input type="text"/> \$0.600
8 1/2 x 14 (# of pages in original x # of copies needed)	<input type="text"/> \$0.024	<input type="text"/> \$0.300	<input type="text"/> \$0.048	<input type="text"/> \$0.600
11 x 17 (# of pages in original x # of copies needed)	<input type="text"/> \$0.048	<input type="text"/> \$0.600	<input type="text"/> \$0.077	<input type="text"/> \$1.200

Astrobright Color Paper Only

Description	Single Side		Double Side	
	B&W	Color	B&W	Color
8 1/2 x 11 (# of pages in original x # of copies needed)	<input type="text"/> \$0.049	<input type="text"/> \$0.300	<input type="text"/> \$0.077	<input type="text"/> \$0.600

Additional Services

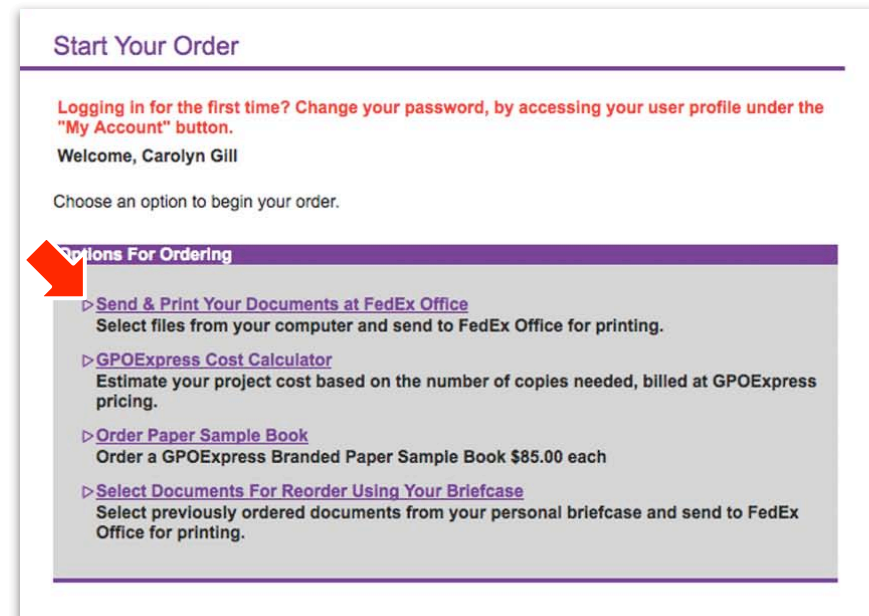
3 Hole Drill	<input type="text"/> \$0.007 (Plus \$5.00 set up fee to the Total Estimated Cost)
Fold	<input type="text"/> \$0.027 (Plus \$5.00 set up fee to the Total Estimated Cost)
Staple (Machine Staple Only)	<input type="text"/> \$0.010
Coil Bind	<input type="text"/> \$1.800
Comb Bind	<input type="text"/> \$1.500

Please note: The price provided is an estimate and not a price quote. For an exact quote please contact your local center.

# FedEx Office<sup>SM</sup> DocStore Demonstration



- To place your order, select *Send & Print Your Documents at FedEx Office*



# FedEx Office<sup>SM</sup> DocStore Demonstration



- Select *Browse* to locate and upload your file
- Use the drop-down menus to select printing options for your projects

Create Your Document - Step 1

Please note: If no online proof is available, your order will still be printed. If a proof is required, please contact the producing Center. Thank you.

Step 1 - Select your file, choose printing options for it and add it to your document.

Estimated Price: **\$0.00**  
(Excludes taxes and shipping)

1

**File Selection and Printing Options**

**File Selection:**  
Add one or more files to your document.  
If your document contains more than one file, you will upload them one at a time.

**Printing Options:**

<b>Color</b>	black and white	<b>Paper Type</b>	White (20 lb)
<b>Paper Size</b>	8.5 x 11 (letter)	<b>Folding</b>	none
<b># of Sides</b>	double-sided	<b>Cutting</b>	none

Enter instructions for Other choices in Step 2 on next page

**Please Note: Online Preview**

We can now offer online preview for the following file types:

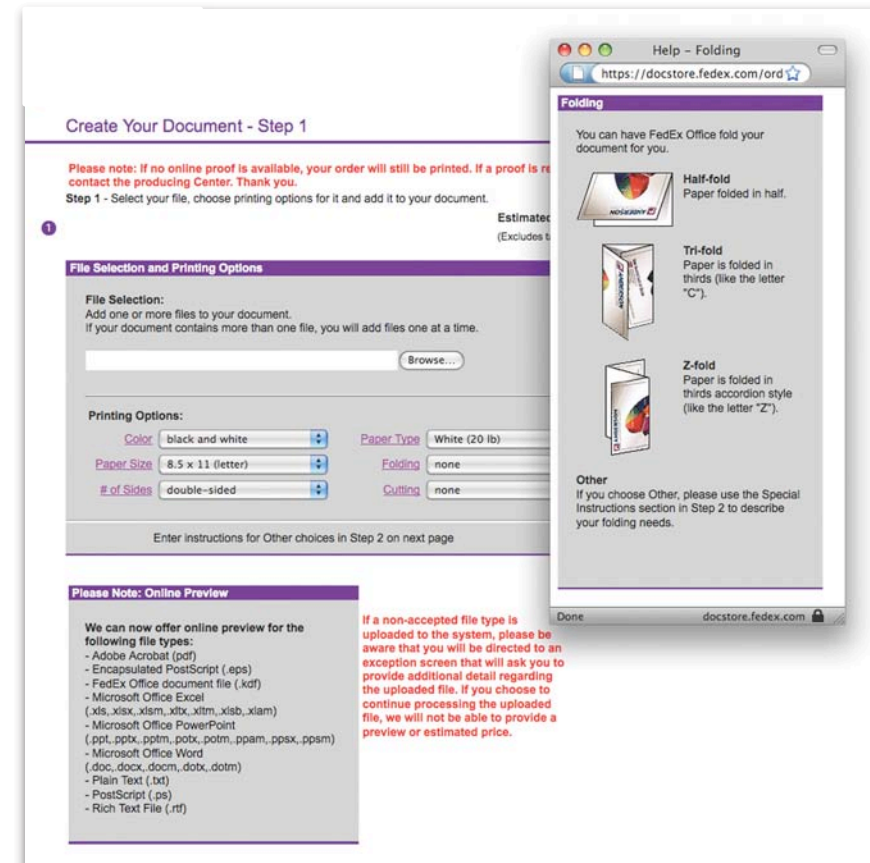
- Adobe Acrobat (.pdf)
- Encapsulated PostScript (.eps)
- FedEx Office document file (.kdf)
- Microsoft Office Excel (.xls, .xlsx, .xslm, .xltx, .xltm, .xlsb, .xlam)
- Microsoft Office PowerPoint (.ppt, .pptx, .pptm, .potx, .potm, .ppam, .ppsx, .ppsm)
- Microsoft Office Word (.doc, .docx, .docm, .dotx, .dotm)
- Plain Text (.txt)
- PostScript (.ps)
- Rich Text File (.rtf)

If a non-accepted file type is uploaded to the system, please be aware that you will be directed to an exception screen that will ask you to provide additional detail regarding the uploaded file. If you choose to continue processing the uploaded file, we will not be able to provide a preview or estimated price.

# FedEx Office<sup>SM</sup> DocStore Demonstration



- Click a printing option name to view a description and illustration to help you make printing decisions
- Select *Add File* to upload your file and prepare it for a preview



# FedEx Office<sup>SM</sup> DocStore Demonstration



- Create your document by uploading one or more files
- Load your file, and you'll see the file name and selected printing options
- Select *Continue* to proceed to document finishing options

The screenshot shows the FedEx Office DocStore interface. At the top, there are dropdown menus for "# of Sides" (set to "double-sided") and "Cutting" (set to "none"). Below these is a button labeled "Add File". The main section displays the file name "GPO Card Backer\_no crops.pdf" and its "Printing Options": Color (black and white), Paper Size (8.5 x 11 (letter)), # of Sides (single-sided), Paper Type (White (20 lb)), Folding (none), and Cutting (none). To the right of these options is a "Delete File" button. Below the printing options is a "Please Note: Online Preview" section. This section contains a list of supported file types for online preview: Adobe Acrobat (.pdf), Encapsulated PostScript (.eps), FedEx Office document file (.kdf), Microsoft Office Excel (.xls, .xlsx, .xslm, .xltx, .xltm, .xlsb, .xlam), Microsoft Office PowerPoint (.ppt, .pptx, .pptm, .potx, .potm, .ppam, .ppsx, .ppsm), Microsoft Office Word (.doc, .docx, .docm, .dotx, .dotm), Plain Text (.txt), PostScript (.ps), and Rich Text File (.rtf). To the right of this list is a red warning message: "If a non-accepted file type is uploaded to the system, please be aware that you will be directed to an exception screen that will ask you to provide additional detail regarding the uploaded file. If you choose to continue processing the uploaded file, we will not be able to provide a preview or estimated price." At the bottom right of the interface is a "Continue" button. A red arrow points from the "Delete File" button to the "Continue" button.

# FedEx Office<sup>SM</sup> DocStore Demonstration



- Name your document
- Select your finishing options
- Select *Continue* to preview your document

Create Your Document - Step 2

2 Step 2 - Indicate how you want the finished document to look.

Estimated Price: **\$0.10** »  
(Excludes taxes and shipping)

**Document Name & Finishing Options**

**Document Name:**  
Give your document a descriptive name  
(for example, HR Training Manual, Sales  
Presentation, etc.).

**Special Instructions:** ?  
If 'Other' option is selected, then Online  
pricing and preview are not available.  
[Click here to enter Special Instructions](#)

**Finishing Options:**

<a href="#">Organize</a>	<input type="text" value="collated (sets)"/>
<a href="#">Stapling</a>	<input type="text" value="none"/>
<a href="#">Drilling</a>	<input type="text" value="none"/>
<a href="#">Binding</a>	<input type="text" value="none"/>
<a href="#">Front Cover</a>	<input type="text" value="none"/>
<a href="#">Back Cover</a>	<input type="text" value="none"/>

[Add File](#) [Continue](#)

# FedEx Office<sup>SM</sup> DocStore Demonstration



- You can review and edit your entire document in Preview mode
- You can get an online preview with the following file types:
  - Adobe<sup>®</sup> Acrobat<sup>®</sup>
  - Microsoft<sup>®</sup> Office Word
  - Microsoft Office PowerPoint<sup>®</sup>
  - Microsoft Office Excel<sup>®</sup>
  - PostScript<sup>®</sup>
  - Encapsulated PostScript<sup>®</sup>
  - Rich text and plain text

# FedEx Office<sup>SM</sup> DocStore Demonstration



- Note that nonstandard file forms will not appear in preview mode, but you can still place the order
- Select *Continue to Cart* to proceed to checkout

Preview Document

Estimated Price: **\$0.10** »

(Excludes taxes and shipping)

**Please note:** The preview below is a virtual proof. The grey space next to the initial preview image is empty space on which additional page images might appear while paging through the uploaded document.

**Magnification:** 50%

**Note:** This is a virtual proof and colors may vary on the screen.

Edit
Create Another Document
Continue to Cart

# FedEx Office<sup>SM</sup> DocStore Demonstration



- Review information on the shopping cart screen that has been prepopulated based on your user profile. If not prepopulated, be sure to enter your GPOExpress<sup>SM</sup> account information
- Enter all additional information in the required fields, including the number of copies you need
- Select the *Call with Quote* option if you'd like to receive a quote before production
- Select *Continue* to add delivery information

Shopping Cart

Please Note: Alpha character in parenthesis on face of card designates your assigned spending level.

Quantity	Documents in Your Order	Files in the Document	Estimated Price <sup>(1)</sup>	
1	GPO Card Backer_no crops.pdf	GPO Card Backer_no crops.pdf	\$0.10	Edit Delete

Empty Shopping Cart Create Another Document

<sup>(1)</sup> The estimated price excludes taxes and shipping.

**Contact**  
Indicate who to contact regarding this order.

\*First Name: Training  
\*Last Name: User  
\*Address 1: 222 North Capital  
Address 2:  
\*City: Washington  
\*State/Province/Other: DC-Washington D.C.  
Zip/Postal Code: 20170  
\*Country: United States  
\*Phone: 000.000.0000 ext. 123  
\*E-Mail Address: training@gpo.gov  
Call With Quote Before Production? Yes, Call me with a Quote  
\*Required

**Payment**

\*GPOExpress Card Number: 123456789  
\*Agency Job Reference: Test  
\*User Name: Training User  
\*Alpha Character Code Located on Card: Z

Continue

# FedEx Office<sup>SM</sup> DocStore Demonstration



- Use the drop-down menu to select a time you'd like to have your project completed
- Select a proof (recommended)
- Choose *I am the recipient*, and your contact information will appear automatically — or enter a different recipient
- Select *Locate Store* to find a FedEx Office location

Shipping & Production Details

Note: Please call producing Center if turnaround is less than 24 hours. Thank you.

**Order Completion**

? Indicate when the FedEx Office and Print Center should complete the production of your order. Additional time required for shipping or local delivery.

in 24 hours

**Proof**

Do you want to receive a hard copy proof?

No, I do not want a proof

Choose No Proof if you accept the online Preview as the Proof

Please Note:

- No charge for first hard copy proof copy
- Charge for additional proof copies

**Production Location**

\*FedEx Office Print and Ship Center for Production:

Sterling VA Sugarland Plaza

Address: 47100 Community Plz  
Sterling, VA 201641821

Phone: 7034214600  
Fax: 7034214700  
Email: usa0792@fedex.com

Locate Store

**Recipient**

Add this recipient to my list.

I am the recipient

First Name: Training  
Last Name: User  
Company:  
Address 1: 222 North Capital  
Address 2:  
City: Washington  
State/Province/Other: DC  
Zip/Postal Code: 20170  
Country: US  
Email: training@gpo.gov  
Phone: 0000000000 123  
Example: (555) 555-5555

\*Required

Select from Address Book

**Delivery**

\* Delivery Method

Pick Up at FedEx Office  
FedEx  
FedEx Office Local Delivery

\*Required

Continue

**Message for Production Location**

- Note: Agency Ref /PO # Must be Captured

**Delivery Instructions to Center**

# FedEx Office<sup>SM</sup> DocStore Demonstration



- Your recipient information automatically appears in the Store Locator as a reference point
- Select *Locate Store* to start the search, or enter a different location as a reference point before searching

Store Locator

Find a FedEx Office

Enter City and State OR Zip.

Street Address: 222 North Capital

\* City: Washington

\* State: DC-Washington D.C.

OR

\* Zip Code: 20170

Back Locate Store

# FedEx Office<sup>SM</sup> DocStore Demonstration



- The Store Locator provides up to five locations
- Maps, hours of operation and local driving directions are also provided

### Store Locator

#### Find a FedEx Office

Enter City and State OR Zip.

Street Address:

\* City:

\* State:

OR

\* Zip Code:

[Back](#) [Locate Store](#)

#### Search Results

- ☐ 1. Sterling VA Sugarland Plaza  
47100 Community Plz  
Sterling, VA. 20164-1821  
Fax: (703) 421-4700  
Phone: (703) 421-4600  
[Hours >>](#)  
[Driving directions:](#)
- ☐ 2. Herndon VA Dulles  
13085 WORLDGATE DR  
Herndon, VA. 20170  
Fax: (703) 689-0006  
Phone: (703) 689-0004  
[Hours >>](#)  
[Driving directions:](#)
- ☐ 3. Sterling VA Sully at Waxpool  
22000 Dulles Retail Plz Ste 170  
Sterling, VA. 20166  
Fax: (703) 430-2804  
Phone: (703) 421-5892  
[Hours >>](#)  
[Driving directions:](#)
- ☐ 4. Chantilly VA Greenbriar  
13061 Lee Jackson Memorial Hwy Ste A  
Fairfax, VA. 22033  
Fax: (703) 817-0970  
Phone: (703) 817-0900  
[Hours >>](#)  
[Driving directions:](#)
- ☐ 5. Vienna VA Tysons Corner  
8365 LEESBURG PIKE Ste D  
Vienna, VA. 22182  
Fax: (703) 734-3098  
Phone: (703) 734-3204  
[Hours >>](#)  
[Driving directions:](#)

[More Results](#) [Select](#)

#### Map of Store Locations

# FedEx Office<sup>SM</sup> DocStore Demonstration



- Choose a delivery method from the drop-down list
- Free local delivery is available in many areas
- Select *Continue* to proceed to the order confirmation page

Shipping & Production Details

Note: Please call producing Center if turnaround is less than 24 hours. Thank you.

**Order Completion**

? Indicate when the FedEx Office and Print Center should complete the production of your order. Additional time required for shipping or local delivery.

in 24 hours

**Proof**

Do you want to receive a hard copy proof?

No, I do not want a proof

Choose No Proof if you accept the online Preview as the Proof

Please Note:

- No charge for first hard copy proof copy
- Charge for additional proof copies

**Production Location**

\*FedEx Office Print and Ship Center for Production:

Sterling VA Sugarland Plaza

Address: 47100 Community Plz  
Sterling, VA 201641821

Phone: 7034214600  
Fax: 7034214700  
Email: usa0792@fedex.com

Locate Store

**Message for Production Location**

- Note: Agency Ref /PO # Must be Captured

**Recipient**

Add this recipient to my order.

☒ I am the recipient

First Name: Training  
Last Name: User  
Company:  
Address 1: 222 North Capital  
Address 2:  
City: Washington  
State/Province/Other: DC  
Zip/Postal Code: 20170  
Country: US  
Email: training@gpo.gov  
Phone: 0000000000 123  
Example: (555) 555-5555

\*Required

Select from Address Book

**Delivery**

\* Delivery Method

Pick Up at FedEx Office  
FedEx  
FedEx Office Local Delivery

\*Required

Continue

# FedEx Office<sup>SM</sup> DocStore Demonstration



- Use the order confirmation screen to review your order and make any changes in production options, if necessary
- Select *Place Order* to confirm your order

**Confirm Your Order**

Quantity	Documents in Your Order	Price
1	GPO Card Backer_no crops.pdf	\$0.02 <a href="#">Edit</a>
Subtotal:		\$0.02
Shipping & Handling:		\$0.00
Tax (exempt):		\$0.00
Total Price:		\$0.02

**Contact**

Training User  
(000) 000-0000 ext. 123  
training@gpo.gov

222 North Capital  
Washington, DC 20170  
United States

**Call With**  
**Quote** Yes, Call me with a Quote  
**Before** before Print!  
**Production?** [Edit](#)

**Payment**

83000259320004

Agency Job Reference Test  
User Name: Training User

A FedEx Office Team Member will contact you prior to production if there are any questions regarding your order.

**Alpha Character Code** Z  
**Located on Card** [Edit](#)

**Order Completion**  
in 24 hours

**Recipient**  
Training User

[Back to Shopping Cart](#) [Place Order](#)

# FedEx Office<sup>SM</sup> DocStore Demonstration



- The confirmation page may be printed as a receipt
- The site will provide an order number that you can use to track your request
- The system will send e-mails to confirm when your order is received and when it is completed

**Thank You** [Print This Page](#)

Thank you for your order. Your order number is **1012325899410562**

This is your receipt. Please print this as your receipt.

You will receive an e-mail confirming your order.

If you have questions about this order or need to cancel this order, you must immediately call FedEx Office customer relations at 1.800.GoFedEx and reference the order number above. Most jobs go into production within 15 minutes of receipt. Orders cancelled after going into production may be subject to a charge.

All jobs produced for customers will be retained for 30 days after the order ready by date on the receipt at which time you will be charged for the completed job if you have not picked up the order. FedEx Office is not responsible for retaining any work not picked up by customer after such 30 day period and is entitled to collect and retain payment for all work performed on the customer's behalf.

Quantity	Documents in Your Order	Price
1	GPO Card Backer_no crops.pdf	\$0.02
Subtotal:		<b>\$0.02</b>
Shipping & Handling:		<b>\$0.00</b>
Tax (exempt):		<b>\$0.00</b>
Total Price:		<b>\$0.02</b>

Contact	Payment
<b>Training User</b> (202) 123-4567 training@gpo.gov  2222 North Capital Washington, DC 20170 United States  <b>Call With Quote Before Production?</b> Yes, Call me with a Quote before Print!	83000259320004  Agency Job Reference Test User Name: Training User  A FedEx Office Team Member will contact you prior to production if there are any questions regarding your order.  <b>Alpha Character Code</b> Z Location

# The FedEx Office<sup>SM</sup> DocStore Catalog

# FedEx Office<sup>SM</sup> DocStore Catalog

- As a GPOExpress<sup>SM</sup> card holder, you have access to the FedEx Office DocStore Catalog
- Establish an online catalog of your agency's frequently printed documents and materials
- Search and order materials from any computer with Internet access
- Pay conveniently through your GPOExpress account



# Catalog Features and Benefits

- Contribute to your sustainability goals — print only what you need, when you need it
- Eliminate storage and inventory hassles
- Access, customize and order materials anytime, anywhere
- Add, delete and update documents as needed
- Simplify ordering with convenient shopping cart and address book features

# Catalog Features and Benefits

- Keep documents secure by employing firewalls, passwords and encryption
- No setup fees or maintenance charges
- **Contact your GPOExpress<sup>SM</sup> national account manager at [nam@gpo.gov](mailto:nam@gpo.gov) or 1.202.512.1904 for more information**

# GPO*Express*<sup>SM</sup> Resources

# GPOExpress<sup>SM</sup> Program Resources

- Finding a location
  - Go to **[www.gpo.gov/gpoexpress](http://www.gpo.gov/gpoexpress)**
  - Select *Store Locator*
- Placing an order
  - Go to your nearby FedEx Office location
  - Call your local center to schedule a pickup
  - Submit your order online
  - Contact the senior project coordinator with questions about your order
- Service issues or questions
  - Contact the center processing your order and ask for the center manager

# GPOExpress<sup>SM</sup> Program Resources

- **GPOExpress Weekly Webinar**

- Contact your GPOExpress national account manager or go to **[www.gpo.gov/gpoexpress](http://www.gpo.gov/gpoexpress)** for a training schedule to learn more about the program

- **FedEx Office<sup>SM</sup> DocStore**

- Access online printing through the GPOExpress site at **[www.gpo.gov/gpoexpress](http://www.gpo.gov/gpoexpress)**
- User name is your agency e-mail address, and your password is **gpoexpress!**

- **eView**

- Access ordering history and invoices through the GPOExpress site at **[www.gpo.gov/gpoexpress](http://www.gpo.gov/gpoexpress)**
- For access issues, send an e-mail to **[gpoexpresseview@gpo.gov](mailto:gpoexpresseview@gpo.gov)**

# GPOExpress<sup>SM</sup> Program Resources

- **GPO national account manager**
  - Contact to register and begin using GPOExpress and also for continued consultative support and questions about your GPO contract or GPO billing
  - For contact info, go to [www.gpo.gov/customerservices/nams.htm](http://www.gpo.gov/customerservices/nams.htm), call 1.202.512.1904, or e-mail [nam@gpo.gov](mailto:nam@gpo.gov)
- **GPOExpress account team – 1.866.815.4428**
  - Contact for questions about program updates, details on available products and services, and local production support
- **GPOExpress help desk – 1.866.654.6567**
  - Contact for general program information, nearby locations or technical assistance
  - After-hours support available 24/7

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